



Job Title	Analyst I	FLSA Status	Non-Exempt
Band	PRO	Probationary Period	12 Months
Zone	2	Job Code	17460

Class Specification – Analyst I

Summary Statement:

The purpose of this position is to perform a wide variety of professional, analytical, and administrative duties in support of an assigned group or unit; to perform a variety of analyses, studies, and research projects as requested by higher level staff; and to participate in administrative and financial processes.

DISTINGUISHING CHARACTERISTICS: Analyst I--This is the entry level class in the Analyst series. This class is distinguished from the Analyst II by the performance of the more routine tasks and duties assigned to positions within the series. In addition, employees at this level work under general supervision, receiving instruction or assistance as new or unusual situations arise. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. Advancement to the "II" level is based on demonstrated proficiency in performing the assigned functions, and is at the discretion of higher level supervisory or management staff.

Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
40%	Perform a variety of administrative, operational, and analytical duties in support of group or unit activities; studies and research projects; gather and analyze data; make recommendations; and prepare reports on conclusions. Perform a variety of special projects and programs in assigned area; assist with the development of policies and procedures; and participate in program implementation and monitor activities. Provide assistance in resolving operational and administration problems; identify problem areas; conduct research to find alternative solutions; make recommendations; and assist in implementation.
15%	Assist with the budget process; provide assistance in the development of assigned budget; collect and analyze financial data; review and analyze budget requests; create data tracking and reporting systems; monitor monthly status; and assist in the preparation of fiscal impact and other special financial analyses. Analyze grant budgets and set up appropriate line items for compatibility with accounting systems; and analyze and maximize the utilization of grant funds. Perform accounting services related to assigned function; monitor accounts payable and accounts receivable; maintain, research and reconcile various financial ledgers, logs and records; and prepare monthly and annual reports.



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15%	Coordinate assigned services and project activities with other City groups, units, boards, committees, task forces, external organizations, and the general public; and respond to and resolve inquiries and complaints. Assist in developing goals for the City's property rehabilitation program; oversee assigned program activities and operations; evaluate effectiveness of program services; and design, prepare, and plan cost estimates and specifications for rehabilitation projects.
15%	Perform a variety of public relations and promotions activities; meet with merchants, residents, community representatives, citizens, and property owners to inform them about unit goals, services, and activities. Assist neighborhood residents in creating community groups and holding meetings as assigned; determine effective citizen participation methods; lead meetings and events as necessary; and inform media representatives about citizen group activities.
15%	Participate in the full range of professional assignments in area of responsibility which may include human resources, procurement, crime analysis, occupational health, parking operations, police management services, public relations, marketing, or other program services and activities. Participate in developing, administering, and monitoring contracting agreements. May serve as human resources coordinator for assigned group; and coordinate and oversee processes and procedures for hiring, firing, training, and classifying group personnel. Stay abreast of new trends and innovations in relevant field of expertise.

Competencies Required:

Human Collaboration Skills: Decisions regarding interpretation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.

Reading: Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Writing: Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.



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Technical Skills Required:

Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Bachelor's degree from an accredited college or university with major coursework in a field appropriate to assigned area of responsibility which may include finance, business administration, public administration, human resources, criminal justice, procurement, occupational health, or other research-intensive field.

Experience: This is an entry level position and prior experience is not required.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.

Supervision Exercised:

Position has no responsibility for the direction or supervision of others.

Supervision Received:

Receives General Direction: This job title normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.

Fiscal Responsibility:

This job title prepares accounting, budget, employment actions, purchasing documents: and does research to justify language used in documents for a unit or division of a department.

Physical Demands:

Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.



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Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, and standard office equipment.

Specialized Computer Equipment and Software: Microsoft Office and specialized software relative to area of assignment.

Analyst I Series: Experience and degree will vary based on area of assignment.			
Job Code	Job Title	Band	Zone
17460	Analyst I, Benefits	PRO	2
17460	Analyst I, Budget	PRO	2
17460	Analyst I, Claims	PRO	2
17460	Analyst I, Crime	PRO	2
12605	Analyst I, Financial	PRO	1
12605	Analyst I, Grants	PRO	1

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: June 2015